



## **MUSIC RECORDING PRODUCTION FUND APPLICATION CHECKLIST**

**E-mailed applications:** The completed application form, along with support documents and the demo/example songs must be delivered via a Dropbox or Google Drive link. The folder should be labeled "Artist Name – Program Applied For", and all documents except the budget must be in PDF format. Links to application folders must be emailed to [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca) prior to 5 p.m. on the day of the deadline. Applications sent in multiple emails will be declined. Applications must be received by Manitoba Film & Music within 30 days of production starting or expenses are incurred to be eligible.

### **First time applicants:**

We want to help you create the best application possible. Please set up a one-on-one consultation with us to ensure you understand our programs and all the requirements. Please contact the [Music Programs Coordinator](#) at least 30 days prior to the deadline.

The following documentation must be included with this application. Failure to attach all requested information below may result in the application being rejected as incomplete.

- 1. APPLICANT BUSINESS REGISTRATION CERTIFICATE OR ARTICLES OF INCORPORATION –** All applicants to Manitoba Film & Music must be either registered as a business in Manitoba or incorporated in Manitoba. Register or incorporate at the [Companies Office](#). New applicants to Manitoba Film & Music's programs must provide a PDF copy of their registration/articles of incorporation.
- 2. ARTIST BIOGRAPHY –** Biographical information should include the professional background, career highlights, and accomplishments to date of the band or artist. Please include a photo.
- 3. BUDGET –** Please use the Manitoba Film & Music-supplied budget template located [here](#).
- 4. DETAILED PROJECT PLAN OR MARKETING PLAN –** A comprehensive project plan (Level 1 Demo) or marketing plan (for Level 1 Commercial Release, Level 2, Level 3) must be included, which outlines information on the project and/or release, distribution, promotional and touring plans. See page 6 for details.
- 5. DEMO/EXAMPLE SONGS –** Two demo songs for Level 1 Demo, up to two demo songs for Level 1 Commercial Release, or three demo songs for Levels 2 & 3. The demo songs submitted must be unreleased.
- 6. LYRICS –** For the songs to be adjudicated and the example songs.
- 7. SONG TREATMENTS –** Detailed description of what changes will be made to the submitted demo songs once the artist is in the studio.
- 8. RESUMES OF KEY PRODUCTION STAFF AND TEAM -** Please provide detailed biographies and discographies for all professionals involved in the project, including the producer, engineer, manager, publicist, agent, etc.
- 9. PROMOTIONAL MATERIAL –** Past press coverage or press quotes the artist has received.
- 10. PROOF OF SALES (LEVEL 3 ONLY) -** This may be a letter from a distribution company, an MRC Data (Nielsen) Soundscan sales report, digital distribution sales report, etc., showing a minimum of 750 units sold (or equivalent streams). Please see the guidelines for download and streaming sales equivalencies.
- 11. APPLICATIONS FOR OTHER PUBLIC FUNDING -** Applicants to Manitoba Film & Music's programs are encouraged to also apply to FACTOR or other relevant funding agencies, and inform Manitoba Film & Music of the requested/confirmed amount. Inquiries to FACTOR may be directed to the agency's regional evaluation coordinator at Manitoba Music, (204) 942-8650.

# MUSIC RECORDING PRODUCTION FUND APPLICATION

**Each section must be completed in full. Incomplete applications will be declined. Please ensure that all guidelines have been read and understood prior to completing this application.**

**APPLYING FOR:**       Level 1 Demo (**not for release**)       Level 2  
**Only check one**       Level 1 Commercial Release       Level 3

## **PART I - APPLICANT**

Please be advised that the minimum age for application to Manitoba Film & Music's programs is 18. In situations where the Artist does not meet the minimum age requirement, a parent or legal guardian may apply on their behalf, providing they agree to the terms and conditions provided in the program guidelines. The parent or legal guardian **must be** a signee on the business registration.

MANITOBA COMPANY/INCORPORATION NAME: \_\_\_\_\_

**Please See Guidelines**

REGISTERED MANITOBA BUSINESS       Yes       No  
or  
INCORPORATED       Yes       No       Federal       Provincial

ARTIST/GROUP NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

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## **COMMUNICATION AUTHORIZATION**

The Applicant hereby authorizes and designates the individual(s) listed below to, on behalf of the Applicant, communicate and share information with Manitoba Film & Music, and to be contacted by Manitoba Film & Music, regarding all aspects of this Application, contracts with Manitoba Film & Music, cost reporting, and any other deliverables related to this Application. Manitoba Film & Music will need to be advised in writing if the Applicant wishes to terminate this Communication Authorization or remove/add any individuals:

NAME: \_\_\_\_\_ INDUSTRY FUNCTION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TEL: \_\_\_\_\_

NAME: \_\_\_\_\_ INDUSTRY FUNCTION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TEL: \_\_\_\_\_

**PERMANENT GROUP MEMBERS, HIRED MUSICIANS, AND PRODUCTION STAFF:**

For this program, Manitoba Film & Music requests that you indicate your gender, cultural origin and language of communication below. Completing this information is entirely voluntary. Manitoba Film & Music values diversity and takes it into account when reviewing applications. This information will be kept strictly confidential.

Manitoba Film & Music also uses this information internally for program planning, evaluation and policy development. It will help Manitoba Film & Music identify whether its programs are reaching a diverse and wide range of clients as intended.

NAME	MB RESIDENT (Y/N)	GENDER	FRANCOPHONE (Y/N)	FIRST NATIONS, MÉTIS, OR INUIT DESCENT (Y/N)	CULTURAL MINORITY (Y/N)

**Cost reporting up to date for all open files?**      Yes       No       N/A

**Social Media and Streaming Statistics (Please indicate the number of followers):**

Facebook: \_\_\_\_\_      Instagram: \_\_\_\_\_      Twitter: \_\_\_\_\_  
 YouTube: \_\_\_\_\_      Spotify: \_\_\_\_\_      Soundcloud: \_\_\_\_\_  
 Bandcamp: \_\_\_\_\_      \_\_\_\_\_: \_\_\_\_\_      \_\_\_\_\_: \_\_\_\_\_

**PART II - PROJECT INFORMATION**

Please note that your application must meet the Manitoba recording content requirements detailed in the Program Guidelines. Please provide a separate biography outlining professional achievements, career highlights, etc., for the artist and any key production team members involved with this project.

Select **only one** of the below genres, as it will determine which jury will adjudicate your project.

- MUSIC CATEGORY:**  Hard Rock / Metal / Punk  Rock / Pop  Folk / Roots  
 Please only check one  Children's  Adult Contemporary  Country  
 Dance / Electronic  Jazz / Blues  Classical  
 Rap / Hip-Hop  Soul / R&B  Traditional  
 Other

**ARTIST'S DISCOGRAPHY:**

Sales record of previous product released (if any) by the artist/group. If the applicant is a new group, sales of previous solo releases may be included.

Date Released	Title	Label	Units Sold (Physical)	Units Sold (Digital)	Total Online Streams	MF&M supported (Y/N)

**PRODUCTION STAFF** (must be completed in full. Please write N/A rather than leaving a line blank):

Producer: \_\_\_\_\_ Engineer: \_\_\_\_\_  
 Mixing: \_\_\_\_\_ Mastering: \_\_\_\_\_  
 Studio: \_\_\_\_\_ Manitoba Film & Music Accredited:  
 Y  N

**ARTIST'S TEAM**

Manager: \_\_\_\_\_ Agent: \_\_\_\_\_  
 Distributor: \_\_\_\_\_ Publicist: \_\_\_\_\_  
 Radio Tracker: \_\_\_\_\_ Publisher: \_\_\_\_\_  
 Label: \_\_\_\_\_

## ESTIMATED PRODUCTION SCHEDULE

	Anticipated Start Date (DD/MM/YYYY)	Anticipated Completion Date (DD/MM/YYYY)
Production	_____	_____
Mixing	_____	_____
Mastering	_____	_____
Release/Completion Date	_____	

(This will be the deadline for the final cost report. **Do not leave blank.**)

## **PART III – EXAMPLE SONGS/DEMOS AND SONG TREATMENTS**

Applicants must include demo songs and lyric sheets for songs submitted. These songs should be delivered via Dropbox or Google Drive link with the application form and supporting materials. Songs submitted for all levels must be unreleased material and if for commercial release, intended for inclusion on the finished record.

**LEVEL 1 DEMO:** submit two songs to be recorded for the project.

**LEVEL 1 COMMERCIAL RELEASE:** submit one song for singles or two songs for longer recordings.

**LEVEL 2 & 3:** submit three songs to be recorded for the project.

## **ROUGH DEMO SONG DETAILS**

1. Title: \_\_\_\_\_ Year of composition: \_\_\_\_\_  
Composer/Lyricist: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Recorded at: \_\_\_\_\_  
Track length: \_\_\_\_\_
2. Title: \_\_\_\_\_ Year of composition: \_\_\_\_\_  
Composer/Lyricist: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Recorded at: \_\_\_\_\_  
Track length: \_\_\_\_\_
3. Title: \_\_\_\_\_ Year of composition: \_\_\_\_\_  
Composer/Lyricist: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Recorded at: \_\_\_\_\_  
Track length: \_\_\_\_\_

## **DEMO SONG TREATMENTS**

Please submit a detailed plan of your song treatments separately. These changes should specify how the songs submitted for adjudication will be treated (changed / improved) in the studio when they are recorded, including, but not limited to: adding instruments, changing lyrics, altering arrangements, adding backing vocals, etc. Please include a list of any additional songs that will be recorded for the final project.

## **PART IV - FUNDING INFORMATION FOR MUSIC RECORDING**

Applicants to Manitoba Film & Music's programs are encouraged to apply for other funding. If the applicant has received confirmation of funding from other participants, please include the letter of commitment with this application. If not, please list the amount(s) requested from each of the following:

<b>FUNDING PARTICIPANTS</b>	<b>AMOUNT REQUESTED</b>	<b>APPLICATION NUMBER</b>
FACTOR/MUSICACTION	\$ _____	_____
Canada Council for the Arts	\$ _____	_____
_____	\$ _____	_____
<b>TOTAL FUNDING REQUESTED</b>	<b>\$ _____</b>	

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## **PART V – PROJECT PLAN (Level 1 Demo) / MARKETING PLAN (Level 1 Commercial Release, Level 2, Level 3)**

Please submit your Project/Marketing Plan in the email with the application form and download links to the songs. This Project/Marketing Plan should indicate in detail what you intend to do with the project once production has completed. The following points are topics that should be addressed in a basic Marketing Plan. **These points are meant only to serve as a guide and are not limited to the following:**

1. Project Overview: detail the purpose of the project and goals/objectives (all levels)
2. Artist's Previous Experience/Track Record (all levels)
  - o Artist Biographical Information
  - o Details of Notable Accomplishments (sync placements, awards)
  - o Previous Releases & Sales
  - o Tour History
  - o Promotional Activity
  - o Radio Tracking Information
  - o Social Media Followers' numbers (all relevant platforms)
- 3a. Project Plan (Level I Demo)
  - o How will the funding of this project lead to the growth of your career?
  - o How will the songs be used for you career in the future?
  - o Which team members are you targeting with the demo (if applicable)?
- 3b. Marketing/Promotion (Level 1 Commercial Release, Level 2, Level 3)
  - o How will the release be distributed?
  - o What media (Radio/Television/Print/etc.) will be used, and how will they be contacted?
  - o What social media strategy will be used?
  - o Who is on your team, and how will they help you to promote the release? Include their resumes.
  - o Where will you tour?
  - o Who will you approach/have you approached to join your team (publicist, manager, etc.)? Include letters of support.
  - o What are your sales goals? Be realistic.
  - o Provide a timeline for release, including when you will send singles to radio, make music videos, tour, etc.

**PART VI: BUDGET**

Please use the budget template provided by Manitoba Film & Music. The template can be downloaded [here](#).

**Accredited Studios Information:** The Level 1 program will allow for tracking in a non-accredited facility (such as home studio, or jam space, etc.) only if the project is done in partnership with a local accredited studio where the accredited studio is serving as producer or mixer. For Level 2 and 3, the project must be recorded in a Manitoba Film & Music accredited recording facility. Please see guidelines for further details.

GST/HST is not an eligible expense. Contact Revenue Canada for information on the GST/HST exemption.

Artist fees are capped at \$300 per song, and may be included as a donated service, paid expense, or a combination of the two, not to exceed \$300 per song. If requesting a higher fee, session rates for musicians should be in reasonable compliance with local AFM demo session rates.

**PART VII - FINANCING PLAN**

Please explain how the applicant will pay for the shortfall not covered by Manitoba Film & Music's funding. This may include other public funding sources, personal savings, a business account, etc.

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**Applications will only be accepted by email to [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca).**

**By signing below, the applicant agrees that all information provided at all stages of their agreement with Manitoba Film & Music is true and correct and hereby authorizes Manitoba Film & Music to verify any of the costs reported therein.**

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APPLICATION SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE OF ARTIST (if different than above): \_\_\_\_\_

DATE: \_\_\_\_\_

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## **PLEASE NOTE**

Applications cannot be processed until all necessary documents are received, and all application information requests are completed.

Applications must be completed on current Manitoba Film & Music-supplied application forms. Self-generated application forms will not be accepted.

Application materials will NOT be returned. All submissions become the property Manitoba Film & Music.

Approval of all applications is at the discretion of Manitoba Film & Music. Manitoba Film & Music may impose modifications to the budget submitted.

It is the applicant's responsibility to inform Manitoba Film & Music of any changes to the original budget, the creative direction or the financing structure of the project in order for the project to remain eligible for funding.

Manitoba Film & Music, regardless of the budget level, will perform a test of invoices and canceled cheques, and this shall include contacting suppliers and/or payees for verification of submitted invoices and costs. Do not include invoices that cannot be verified.